GSA

U.S. General Service Administration

Speed Pay User Guide

To facilitate billings between the General Services Administration (GSA) Fleet Division and the Department of Defense (DoD) Agencies, GSA partnered with the Defense Finance Accounting Service (DFAS) to create a web based application called **Speed Pay.** *Speed Pay is a component of the* **GSA Fleet Drive-thru** *application, and is now available to all agencies leasing GSA Fleet vehicles. The Speed Pay module allows users to enter information and accounting classifications that simplify reconciliation and payment of vehicles bills.*
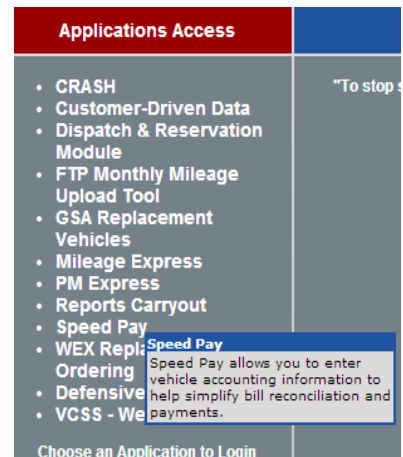
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Speed Pay Guide

Log into Drive-thru

To access Speed Pay to update your LOA and funding obligations, please follow the steps below:

1. Go to **GSA Fleet Drive-thru website** at

    (drivethru.fas.gsa.gov).

2. Click on **Speed Pay** from the home page under the "Application Access" section.

3. Log in using your **Customer Number and Access Code**.

    You are now at the Speed Pay Payment System Screen

Note: *First-time users click "Help" for more information*

4. You may choose to enter a LOA to pay for your <u>Monthly Mileage and Non-Accident Billings</u> and/or <u>Accident Billings</u>.

If you want to enter the same LOA against all the vehicles for this customer number, click on **"By Customer Number."**

If you want to assign a different LOA to each vehicle, click on **"By Vehicle Tag Number."**

Note: *If you have similar data in the LOA being applied to each vehicle, then it is recommended to choose "By Customer Number" and add the line of accounting and standard document number. Then choose "By Vehicle Tag Number" to change only the data that needs to be changed for that vehicle tag number.*

EXAMPLE: In this **example** we will be adding the same line of accounting for all the tag numbers for the customer number we are logged into. Therefore, click on **"By Customer Number"** beside Monthly Mileage and Non-Accident Billings; then click "Next" to be directed to the screen below:

Note: Data POCs only appears on stateside Speed Pay application.

5. Enter the line of accounting data into the applicable fields and click **"Update."**

Note: *Information entered here will apply to ALL of the vehicles belonging to the Customer Number which the user has logged into the system with.*

6. Click on **"OK."** The message line underneath the Update button will tell you how many records were updated with this line of accounting.

To view by vehicle tag or see your input, click on **"Speed Pay"** in the Menu Bar, then click "By Vehicle Tag Number" to the right of "Monthly Mileage and Non-Accident Billings" category. Then click "Next." This will send you to the following screen:

Tag No.	Dept.	Fiscal Year	Approp.	Limit
G10-21202	21	2005	0000	2500
G10-21203	21	2005	0000	2500
G10-21204	21	2005	0000	2500
G10-21205	21	2005	0000	2500
G10-21206	21	2005	0000	2500
G10-21207	21	2005	0000	2500
G10-7256A	21	2005	0000	2500
G10-7257A	21	2005	0000	2500
G10-7258A	21	2005	0000	2500
G10-7259A	21	2005	0000	2500

Monthly Mileage & Non-Accident Billings (by vehicle tag)
Customer Number: 04-08-00-
Go to Page 1 | Next | Menu | Tag No: G | Search | Page: 1

7. To view your input or change an element in the line of accounting screen for a particular tag number, click on appropriate tag number. For example: to change the line of accounting for G10-21205, click on the tag number and you'll see the following screen.

Monthly Mileage & Non-Accident Billings - (by vehicle tag)

Data ONLY applies to one Vehicle: G10- 21205

* Department	21
* Fiscal Year	2005
* Approp.	0000
* Limit	2500
* BCN OBAN ASN	123456
Supplemental Accounting Data	SUPPLEMENTALDATAIFNEEDED
* FSN/AAA/ADSN	123456
* Standard Doc. No.	STANDOCNUM050001

* Indicates mandatory fields. Symbols are not allowed.

Previous | Data POCs | Clear | Refresh | Update | Help

Notice the message: "Data ONLY applies to one Vehicle: G10-21205."

Make any appropriate changes necessary for the tag number, (i.e. Document number may be different for this tag as compared to other tags under this customer number.) After making any changes, click on **"Update"** for your changes to take. Then click **"Previous"** to return to the list of vehicle tag numbers. Repeat steps for each tag number requiring a change to the line of accounting data.

When you are finished entering/modifying lines of accounting that will apply to Monthly Mileages and Non-Accident Billings for this customer number, click **"Speed Pay"** in the Menu Bar. This will take you back to the first Speed Pay screen. If you've decided that you also want to enter a line of accounting that will apply to your Accident Billings, click "By Customer Number" or "By Vehicle Tag Number" to the right of "Accident Billings" and following the same procedures above, enter the appropriate line(s) of accounting.

When completely finished entering lines of accounting for this customer number, click any other item on the Menu Bar or Log Off.

If you need to add lines of accounting to more customers, begin by entering the customer number and access code on the home page.

FAQs

Q: Who should input the line of accounting and funding (obligation) document?

A: Ideally, the line of accounting and funding document should be input by the customer (leasor of the vehicle). This person can be from the budget office or the resource advisor for the funds cited.

Q: How does Speed Pay work?

A: The customer or DFAS representative inputs the line of accounting by vehicle tag number or customer number. The line of accounting is broken down by department, fiscal year, basic symbol, limit, BCN/OBAN/ASN, Supplemental Accounting Data (the data between the BCN/OBAN/ASN and the Fiscal Station), Fiscal Station (FSN/ADSN/AAA), and the standard document number (funding/obligation document). The Fiscal Station is crosswalked to a table of Agency Location Codes (ALCs). The ALC determines the Disbursing Station Symbol Number (DSSN) that will get the charge via the Intra-government Payment and Collection (IPAC) system. If the Fiscal Station entered matches to the ALC on the IPAC table, then an IPAC pull will be performed by GSA. If the Fiscal Station does not find a match, then a Non-IPAC billing will be generated and sent to the customer. Billings going IPAC will be annotated with "Do not pay these charges. These charges have been paid thru the IPAC system."

Q: How often do I have to enter the line of accounting and funding document?

A: The line of accounting and funding document is entered only once a fiscal year. It is recommended that the same funding document be used for the entire fiscal year. This allows for just one entry into Speed Pay per FY and gives a better audit trail for your accounting activity in providing research. If you use a different document number per month or quarter, then you will have to go in monthly (or quarterly) before the mileage is entered to change the funding document number in order for that document number to be included on the IPAC charge. The line of accounting entered will determine who will get the charge. This will show up in the description block of the IPAC charge.

Q: When should the line of accounting and funding document be entered into the Speed Pay application?

A: The line of accounting and funding document should be entered before the mileage is entered for the month.

Q: When should the obligation and expense be entered into the accounting system?

A: Per the DoD FMR, the obligation should be input at least quarterly, with the obligation posted by end of month October, January, April, and July for that quarter. The expense should be posted monthly before the end of the month the expense was incurred.

Q: **When can I expect the IPAC charge?**

A: GSA Fleet runs their billing cycle on the 8th of every month. If the 8th falls on a weekend, then the billing will run on the first workday following the 8th. The IPAC goes to the US Treasury on the first Thursday after the billing cycle runs. The activity performing your accounting will receive the IPAC charge the following day.

Q: **I have been issued a new vehicle under an existing customer #, will I have to go into Speed Pay and input the LOA and SDN for the new vehicle or will the LOA assigned to that customer number apply?**

A: Depends:

1) If you originally input the LOA by customer number, that LOA will be assigned to the new vehicle.

2) If you originally input the LOA by individual vehicle number, then you will have to input the LOA for that vehicle into Speed Pay.

3) If you input the LOA by customer number then modified the LOA by vehicle tag number, then the LOA assigned would be the one input by customer number. If this is not the correct LOA, then you will go in by vehicle tag number to modify the LOA for that vehicle.

4) If you haven't entered the LOA into Speed Pay, the newly assigned vehicle will go non-IPAC.

Keep in mind: The LOA that's attached to a vehicle is the LOA that's in Speed Pay at the time of mileage input.

Q: **How far in advance will the customer receive the bill for review prior to the IPAC pull?**

A: The bills are put on VCSS around the 12th of each month. The customers should have a good idea of the charge because they know what their mileage is before the billing is generated. There can be extra fees for pricey car washes, alternative fuel charge, etc. that are above and beyond the standard charges. The standard charges consist of monthly mileage times GSA rate plus monthly fee. Vehicle accidents will not be a part of the IPAC charge. These charges will continue to go Non-IPAC.

Field Name	Description	Position
*Department	The department code is a two-digit code that identifies the military department or government entity receiving the appropriation. (Ex: 17=Navy/Marines; 21=Army; 57=Air Force; 97=Defense)	2 Numeric
*Fiscal Year	Designates the year funds are available for obligation, also referred to as "Period of Availability." (Ex: 2003, XXXX)	4 A/N
*Approp	Identifies the type of funds being used. Also called Basic Symbol. A list of all basic symbols/appropriation symbols can be found at *www.fms.treas.gov/fastbook*. The basic symbols pertaining to all agencies within the Department of Defense can be found on pages A23-A30.	4 Numeric
*Limit	The Limit/Subhead is a suffix to the approp/basic symbol that is used to 1) identify a subdivision of funds that restricts the amount or use for a certain purpose or 2) identify sub-elements within the account for management purposes.	4 A/N
*BCN OBAN ASN	Navy/Marines: The Bureau Control Number (**BCN**) is a code that usually identifies the unit identification code (UIC) of the shore activity, a budget project/allotment number, or a functional account number. The BCN can be the five-position UIC code, the two-position budget project code and the three-position allotment code, or the five-position functional account number (FAN).	0-5 Numeric
	_____	_____
	Air Force: **OBAN**=The OAC/OBAN is inserted in this field. The first two positions is the Operating Agency Code (OAC) which identifies a major high-level organizational unit within the Air Force to which HQ USAF allocates funds. Positions 3-4 is the Operating Budget Account Number (OBAN) which is assigned by the operating agencies (MAJCOM's, POA's) to identify specific funding points. OBAN is also referred to as **Allotment Serial Number (ASN)** in some Air Force appropriations.	4 A/N
	_____	_____
	Army: **ASN**= The Allotment Serial Number is a control number assigned by an Operating Agency to identify specific allotments or allowances of funds.	3-5 Numeric
Supplemental Accounting Data	This field will not take spaces. Use this field to input anything in your line of accounting that wasn't accounted for on the screen. Your Command may dictate what they want in this field. The Marines use this field to input an alternate document number.	1-60 A/N
*Fiscal Station	Referred to as Accounting and Disbursing Station Number (ADSN) (ex: 503000), Authorization Accounting Activity (AAA) (Ex: 068688, 007003); Fiscal Station Number (FSN) (Ex: 021212, 028113, 033181), and Fiscal Accounting Station Number (FASN). A six-digit number that identifies the Activity that is responsible for performing the official accounting and reporting for the funds cited. At this time, Navy also has a limited number of AAA's that begin with SA (Ex: SA7003 and SA7056)	6 Numeric
*Standard Doc No.	A unique Standard Document Number (SDN) is assigned to each transaction for identifying and tracking purposes. It is a critical element to all DFAS accounting systems. The SDN facilitates the timely and accurate recording of obligations and the matching up of the disbursements or collections associated with those obligations. **Also referred to as funding document #, obligation document #, MIPR #, MORD #, and MOD #.**	13-20 A/N